

# **LEWIS AND CLARK COUNTY CITIZENS ADVISORY COUNCIL BYLAWS**

## **Article I: Name**

The name of this council is the Lewis and Clark County Citizens Advisory Council, referred to as the CAC in the following Bylaws.

## **Article II: Authority**

The CAC is an advisory subcommittee of the Criminal Justice Coordinating Council (CJCC). The CJCC was created in 2012 in response to Resolution 2012-116 of the Lewis and Clark County Commission. Citizen members agree to work together with Lewis and Clark County criminal justice officials to accomplish the goals and objectives of the CAC, as set forth below.

## **Article III: Purpose**

### **Section A. Mission**

The CAC exists to provide citizen input into the safety of the citizens of Lewis and Clark County, the efficient and just treatment of offenders, the protection and healing of victims, and to work toward prevention of crime and the reduction of recidivism.

### **Section B. Guiding Principles**

The principal mission of the CAC is to study the County's juvenile and adult criminal justice system; identify deficiencies; raise public awareness of the unique needs of the system; and recommend policy, plans, and programs to improve the system. The CAC is committed to ensuring the citizen voice is represented in the planning of innovative corrections programs that reflect the County's desire for safety and cost effectiveness. The CAC will serve as the primary advising body for the CJCC and will make recommendations to the CJCC on behalf of the citizens of Lewis and Clark County.

## **Article IV: Members**

### **Section A. Membership**

Membership in the CAC is acquired through invitation and approval by the CJCC, not to exceed twenty-five (25) members. Each July, the Chair of the CJCC shall nominate these members to serve a one year term, renewable for up to six (6) years. Members represent various stakeholder groups including, but not limited to: corporations, non-profit/non-governmental agencies, service providers, and/or interested public.

### **Section B. Designees**

Council members may designate a consistent alternate individual within their organization to represent them either permanently or temporarily at CAC meetings.

## **Article V: Meetings**

### **Section A: Regular Meetings**

The CAC shall meet the fourth Friday at noon of each month at a place specified by the Chair, and with public notice. The meeting schedule may be changed by a majority vote of the members.

#### **Section B. Quorum**

A quorum is no less than a simple majority of the total voting membership of the CAC.

#### **Section C. Attendance**

A member who misses two consecutive regular meetings, or three meetings out of a 12-month calendar year, without a reasonable excuse as determined by the Chair, shall forfeit membership. When a membership is forfeited, the position will be filled according to the process outlined in Article IV.

#### **Section D. Convening Special Meetings**

The Chair of the CAC may convene a special meeting by written notice served at least 24 hours in advance, but otherwise only in case of an emergency. It is the Chair's prerogative to determine an emergency.

#### **Section E. Notice of Agenda**

In order to expedite meetings and promote reasoned decision making, a written agenda shall be provided to each member of the CAC at least seven (7) days in advance of any regularly scheduled meeting outlining with sufficient particularity any action item that will be proposed for decision at the meeting. Members and their representatives are expected to review the agenda, accompanying documentation and proposed action items in advance of the meeting.

### **Article VI: Leadership Team**

The CAC Leadership Team will consist of the Chair, Vice-Chair, Staff Support, and one representative from each of the five standing subcommittees. The Leadership Team is chosen by majority vote of the membership of the CAC.

Chair: The responsibility of the Chair is to ensure the orderly discussion of issues, to present for discussion the issues and agenda, and to oversee the voting process.

Vice-Chair: The duty of the vice-chair is to act in place of the Chair should the Chair be unable to attend.

Staff Support: The Lewis and Clark County Director of Restorative Justice and Court Services will carry out the role of CAC Liaison. The role of the Liaison is to provide support and manage efforts to assist in improving the effectiveness and efficiency of the Council.

### **Article VII: Voting**

Each CAC member has one vote. All decisions of the CAC shall be reached by the majority of the Members who are present for the meeting at which the action item is presented for consideration. No decision may be reached unless a quorum is present at the meeting.

### **Article VIII: Task Forces and Subcommittees**

The CAC has five (5) standing subcommittees: Court/Pretrial Services, Mental Health, Early Childhood Intervention, Specialty Courts, and Accreditations/Standards.

To expedite business of the CAC, temporary task forces of members and nonmembers may be established by motion and vote to carry out a particular task. These additional subcommittees may be established by

consensus or majority for longer term or permanent missions, and will report to CAC meetings upon request.

**Article XII: Authority**

A decision by the CAC shall be made by motion, seconded, opened for discussion, called for a vote, and approved by a majority vote.

**Article XIII: Amendment of Bylaws**

Proposed amendments to the Bylaws are to be included on the agenda of a regularly scheduled CAC meeting. Any action will become effective immediately.

Approved by unanimous vote of the CAC, June 29, 2018